SCANNED

G. R. S. IX-5]

Previous references.

File No. 24-24

192 /.

Serial Nos.

(EA)

Later references.

10.11.23

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B for August 21

SUBJECT.

Certain amendments ordered in the revised Articles 131 and 136 of the General and Revenue Secretariat Manual (issued with Office Memorandum no 2577/EA 345-78) 29-6-21

Home Secretariat & Govt, Rev. Secretariat, Legislative Office Memo no EA 1033/EA 24-24 730-8-21.

Modifies certain amendments in the revised Articles 131 and 136 of the G.R.S. Manual issued with Office memorandum no 2577/EA 345-78 29.6.21

WD 2133—GPB—20,000—14-6-20

G.R.S. III—3]

2

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

GEN. & REV. SECRETARIAT VIII E. AUDIT. 9 JUL 1920

No. 37.

58
3/7

DEWAN'S OFFICE
Recd. on JUL 15 1920
Reg. No. 379

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Official Memorandum giving revised instructions for noting in the Secretariat.

Submitted for perusal.

Boo
3/7/20

1st Member.

Please put up the original file. Were members of Council consulted about this important matter.

(Sd) A.R.B
4.7.1920

The file (Etc 457) is with Leiworth

HK
9.7.1920

The draft was not seen by the members of council before issue.

Boo
9-7-20

Chief Secy

I am sorry this was not done.

It was thought unnecessary to trouble the members with details of the internal working of the Office

If the members consider that any modification in the instructions is necessary, the instructions can be given effect to.

Dewan

16.7.20

Please submit to members.

CR
17/7

G.R.S. III—8]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Subject matter of Note.

Sub^d for perusal.

1st member
2nd member
3rd member

Bm
17/7/20

630.285
29.7.20.

33
17/7

Sgn.
I am in general agreement with the observations made by the first member

Sec's remarks

The responsibility of ruling as to the deposit should be defined.

It is submitted that Mr. Allen should not be asked to make such enquiries as to the means of the parties. Such matters should be left to the Court.

The ruling is based on an interpretation of the rules.

The Contributories should do more research before ruling.

Rec'd
30.7.20

) Mr. Allen's remarks - his case may not be represented, he would not be expected and even forbidden to make such enquiries - the Chancellor says he does. 2 Months ago the Master pointed out that Mr. Allen will be required in each particular case to satisfy himself as to the solvency of the contributory.

Please

Rec'd & ent'd in Index Book

825
2.8.20

9/8

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Rule 131 refers to Contributories' petitions and is applicable to the Petitioners

Rule 136 applies to Creditors' petitions

4
8

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Reference from Manager E.B.B.

Please prepare a list of Important Cases in which the Criticism noting should be done by Asst or Under Secretaries & not by Caseworkers.

They may include

(1) Scheduled matter

(2) Cases that were classed in list I (i.e Member & Dewan subjects) in the Classification of 1915.

and (3) all ~~Subjects in which~~ new general Schemes and questions of policy.

~~Initialled by~~

Plan Resubmit with list on 3/5/21

Am 26/5/21.

A list is sent.

AMK 31.5.1921

A draft G.M. giving effect to the instructions of the Members of Council is sent for consideration

As Asst. 131 is redesignated as this to give it general term

N.B.—Should routine notes be written on small slips the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

D 37

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

the respective spheres of the Caseworker & the Legal Officer in regard to noting, the listing of cases in which the Offr will be expected to note appears unnecessary. A list is however drawn up as desired by the 1st member for Subordinates.

1/8/21.

Chairman

Memorandum appears suitable & might be approved by Board. The list, I doubt whether it is possible to draw a sufficiently complete list. (The present list is not by any means complete).

Dewan)

DEWAN'S OFFICE.
Recd. on AUG 1 1921
Reg. No. 678

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G. R. S. III-21

General and Revenue Secretariat.

E.A. File No. 24 of 1921.

Serial No.

No. 678.

I have no objection to the issue of the rules as proposed but they are not likely to check useless or irrelevant noting unless the Secretariat Officer in charge of the Section is held responsible to guide the Case Workers as to the kind of note that is required and to see that the notes do not overstep the bounds proposed to be fixed in the order (vide para 119 of the Report of the Government of India Secretariat Re-organization Committee on the subject).

16.8.21

May the draft G.I. issue or should it be submitted to the Members of Council before issue? For orders.

Chairman

Imperial Member

Ext Member

Ind Member

Sd/-

Sd/-

Sd/-

E. 6

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE DEPARTMENTS

No. 2577/E.A.G. 457 dated, Bangalore, 29th June 1920.

Official Memorandum.

With a view to lay down clearer instruction in regard to 'noting' in the Secretariats and also to reducing 'notes' to the minimum necessary, the accompanying set of revised Articles 127 to 144 to the Secretariat Manual is prescribed in supersession of the present Articles 127 to 148. All officers, Chief Superintendents, Superintendents and case-workers are enjoined to study these revised rules carefully and confine notes to the cases actually requiring them. Their attention is specially invited to Article 128 dispensing with the formalities regarding 'abstracting' and with the use of note sheets in certain cases, Article 131 laying down the objects for which notes are permitted, to Article 132 requiring precis of correspondence and of notes in certain cases and to Article 138 regarding the treatment of files received from other Branches or Secretariats.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government

To—The Secretariat Officers, Chief Superintendents, Superintendents and case-workers of G.R.S.

A16(

Please perhaps the despatch
was member of Council
consulted about the
instructions

REVISED INSTRUCTIONS FOR NOTING IN THE SECRETARIAT.

Noting.

127. When a letter has been registered and referenced, it should be noted on for submission. A suitable draft should also be prepared in all clear cases.

When separate note is unnecessary.

128. In respect of cases referred to in the appended list and generally in the case of all communications which need merely be submitted to the Secretary or Member of Council for perusal or in which the draft put up (whether recording the communication or sanctioning the proposal contained in it) is likely to be approved, as a matter of course and will close the correspondence, no abstract under Article 117 need be written, but the note of submission may be made on the letter itself.

Insertion of D. O. communications in notes.

129. In all other cases the letter should be abstracted as prescribed in Article 117 and submitted with a brief note.

Demi-official communications *of importance* which contain information on the subject of the file not already given in the official letters should be treated in the same manner as official communications.

Routine demi-official communications should be kept in the file until recording, but their substance need not be entered in the notes of the file.

Demi-official communications from the Private Secretary to His Highness the Maharaja and the Huzur Secretary, conveying His Highness' orders, and similar letters conveying orders of the Dewan or Member of Council on the subject matter of the file, should be treated as part of the notes and incorporated therewith *in toto*.

Form of notes.

130. Every note prepared under Article 129 shall be legibly written upon paper of foolscap size and on one side of the page only. If the letter noted upon is the first current of the file the first sheet form (G. R. S. 3 (1)) should be used. For notes on subsequent letters, the continuation sheet form (G. R. S. 3 (2), should be used.

Notes should be written with quarter margin except where a number of points are raised and orders on them are more conveniently given on the margin of the office note rather than in succeeding pages. In the latter class of cases (such as budget notes, statements of opinions from various officers, review of figures under a number of groups) notes should be written with half-margin.

Paraphrasing prohibited.

131. (a) It shall always be assumed that the papers under disposal will be read by each officer dealing with the file. Consequently no paraphrases are permitted in noting. Verbatim extracts from the papers under disposal should also be avoided except when needed for purposes of argument. The notes should not be verbose or unnecessarily long but should be concise, clear and accurate and should be confined :—

(b) Notes by an Case worker

What notes should contain.

(1) ~~to~~ pointing out any patent error of fact or defect in reasoning occurring in the paper under disposal,

(1) (2) ~~to~~ inviting reference to any law, rule, precedent previous order or parallel case which may be applicable to the paper under disposal,

This can go in clause (a) for notes by Case worker

(2) (3) to indicating the procedure, if any, prescribed in respect of the disposal of the subject matter such as financial consultation treating as Council matter, consultation of other departments, and

(3) (4) to enumerating the points for orders.

When a draft prepared under Article 127 is in the file, the note should *not repeat the contents of the draft.*

When to prepare a precis.

132. (1) When communications from a number of offices have been received, a self-contained precis should invariably be prepared summarising the opinions of the several officers on each question raised.

(2) A precis of the contents of a single communication should be made only when it is of great length and complexity and when the officer requires it.

(3) When the notes in any file exceed 20 manuscript pages and the Secretary so directs, a type written and self-contained note stating all the points for orders shall be prepared, so that it shall not be necessary for the Dewan and Members of Council to read any other notes whatever. This note shall be headed "Precis of foregoing notes."

Notes on Annual Reports.

133. In noting on Annual Reports and returns, attention should be paid to the following points :—

(c) The Branch Secretariat officer should note :—

(1) as (a)(b) ~~above~~, ~~and~~ short

(2) offering such Criticisms and suggestions as are needed for the consideration of the Case and

(3) ~~indicating~~ suggestions as to disposal

(i) that the report or return has been drawn up in the prescribed manner, contains the prescribed information and does not exceed the sanctioned length and bulk,

(ii) that matters specifically directed during the previous year to be included in the report or return have been so included,

(iii) that defects noticed in the reviews of the previous years have been remedied, and

(iv) that the standing instructions in regard to the avoidance of vernacular terms, spelling or vernacular names, illustrations of statistics by maps and such like, have been complied with.

134. Information given in the reports should not be repeated in the office notes but important pages should be noted or marked and attention drawn to correspondence (if any) connected with them.

Notes by Office.

135. No letter should be submitted for the orders of an officer with more than one note from the office. If the note is put up by a caseworker, the Superintendent of the Branch will, if he accepts it, add his initials. If he does not accept it, he should modify and rewrite it or get it rewritten.

Language of notes.

136. All notes shall be temperately written and free from personal remarks. If apparent errors in the note of a Member of Council or the Dewan have to be pointed out, special care must be taken that attention is drawn to them courteously.

Marginal notes.

137. When an officer agrees with the preceding note and has no additional suggestions to make, he will initial it. If he wishes to make any additional suggestion or recommendation or add any arguments he will note the same at the end of the office note and initial it. In either case, the officer's attestation will be interpreted as meaning that he accepts full responsibility for the notes that have been written up to that stage. The officer may indicate his suggestions on the margin of office notes that have been written on half-margin (*vide* Article 130 *supra*. In other cases, marginal notes are permitted only for emphasizing special points.

Submission of files received for consultation.

138. When a file of one department is sent to another department for consultation the points on which opinion is desired should be clearly stated. The receiving

department shall not note on the file but submit it for the orders of the officer authorised to furnish the opinion, with such references of that department as may be necessary for expressing an opinion on the file and a routine note drawing attention to them. All further discussions of that department will be conducted on the routine notes and the officer authorised to furnish the opinion of the department will alone note on the main file. Such routine notes will be kept back in the department at the time of returning the file with opinion.

Referencing notes.

139. Every note must be referenced in the same way as papers under disposal, but references to file and serial numbers should be written in black ink in the margin and to letter slips in pencil. Notes by officers should be referenced and checked when passing through the Branch. Linked files should always be referred to by their file number and not merely as "linked."

Paging and paragraphing notes and receipts.

140. When a note or series of notes extends beyond two pages, the pages should be numbered. The paragraphs of notes as well as of receipts should also be numbered.

141. The file number should be quoted at the head of every page of the notes of the file.

Order of notes.

142. Notes should be written as far as practicable in the order of the serial numbers of the papers of the file. Any interruption of the general series of notes occasioned by the submission of a letter independently of the file should be rectified by bringing at the earliest opportunity the notes on the letter separately submitted into the general series.

Routine notes.

143. Merely "routine notes" such as requests for previous papers, calls for proofs or drafts, orders to print, etc., shall be written on separate slips to be destroyed.

Notes on other routine matters, such as enquiries about delay, remarks on the manner of submission, expression of approbation or censure on office work, requisition for further papers or information or the like, which need not form part of the permanent notes should be written on the "Routine Note" form (G. R. S. III 3) and destroyed when the case is recorded. Routine Note forms should contain all writing on the right side only.

144. Notes written on the Routine Note form but subsequently found worthy of permanent record should be incorporated into the permanent notes in their proper position.

List of Routine Matters Referred to in Article 128.

(No abstract under Article 117 need be prepared in these cases, nor need note sheets be used in respect of them, except when the Superintendent or other higher authority otherwise directs.)

General (Common to all the Departments).

1. Purchase of furniture, clocks, typewriters, etc.
2. Purchase of books and periodicals.
3. Purchase of topo sheets and taluk maps for the use of officers.
4. Charges in connection with the publication of Hand books, leaflets, etc.
5. Arrears of house-rent in connection with Government offices.
6. Journey outside the State.
7. Countersignature of Travelling Allowance Bills.
8. Arrears of pay and travelling allowances.
9. Sanctions to halts of more than ten days.
10. Permission to Heads of Departments to take their motor cars by rail.
11. Tour statements.
12. Spare copies of Government Orders received from other Secretariats or Branches.
13. Notifications for the acquisition of land.
14. Publication of an erratum in the *Mysore Gazette*.
15. Issue of addenda and corrigenda slips.
16. Grant of advances to officers deputed for work outside the State.
17. Grant of charge allowances to officers.
18. Sanctions to arrears of increments due to officers.
19. Grant of privilege leave to officers.
20. Alteration of the names of Government Officials.
21. Reports of casualties among officers.
22. Periodical disclosing no points for correspondence beyond sanction or forwarding.
23. Press invoices.
24. Petitions on which no report is called for (only the draft in the prescribed form need be written and no separate note).
25. Charge reports.
26. Requisitions for spare copies of Government Orders.

POLITICAL.

Military.

1. Chief Commandant's list of unanswered references.
2. Notices of ceremonial Parades.
3. Reports of re-employment of retired Military men in Civil Departments.
4. Gradation lists of the Military Department.
5. Return of circulars issued by the Chief Commandant.

6. Return of Military pensions pending disposal.
7. Applications for appointment in the Military Department.
8. Petitions for commissioned appointments.
9. Requisition for supply of carriages from the Government Stables.
10. Reports of despatch of Troops to Mysore for the Birthday and Dasara Festivities.
11. Sanctions to expenditure incurred by the Palace for Durbar presents.

PRESS AND STATIONERY.

12. Sale of unserviceable articles in the Press by public auction.
13. Supply of copies of Civil List to Government Officers.
14. Sale of waste papers and wrappers accumulated in the Government Press.
15. Sanctions to overtime allowance in the Government Press.
16. Supply of *Mysore Gazette* to the newly formed offices.
17. Sanctions to petty charges for getting printing work done in Government Press.
18. Sanctions to purchase of stationery articles, such as, tags, paper, blue tapes, etc.
19. Sanctions to supply of file boards to Government offices.

PROTECTION.

MEDICAL AND SANITARY.

20. Purchase of medicines, etc., in the Medical and Sanitary Departments.
21. Payment of fees to the officers of the Medical Department for doing extra work.
22. Prohibition of attendance of persons from infected areas at fairs and festivals.

COURTS.

23. Sanctions to fee bills of Public Prosecutors and Government Advocates.
24. Reports of deaths of criminal lunatics in the Lunatic Asylum.

MINOR DEPARTMENTS.

25. Sanctions to establishment charges for the maintenance of Government Motor cars.
26. Sanctions to metre hire and excess water charges in connection with the Government Guests' quarters.
27. Bills on account of the expenses incurred in connection with the visit of distinguished personages.
28. Sanction of additional charges in a particular year for authorised supply of clothings to menials in Government Departments.
29. Payment of advertisement charges for publishing notifications, etc., in the newspapers.
30. Supply of publications of the Oriental Library to private individuals.
31. Appointment of judges in connection with Horticultural Shows.

MINOR DEPARTMENTS--*concld.*

32. Sanctions of additional charges in one year for the supply of belts and badges.
33. Sanctions to the occupation of bungalows on the Nandi Hills by private gentlemen.
34. Supply of Archæological publications to recognised public institutions outside the State.
35. Telegrams of accidents in mines when death is of one only.
36. List of unanswered references.
37. Receipt of Panchangams, etc.

LAND REVENUE.

38. Bills on account of the arrears of Potgi.
39. Purchase of medicines, instruments, etc., for the Civil Veterinary Department.
40. Intimation about the outbreak of cattle diseases in the State.
41. Sanctions to hot and cold weather charges in the Revenue Department.
42. Reports regarding the death of elephants.

EDUCATION.

43. Sanctions to remuneration to Examiners.
44. Sanctions to proposals for the constitution of Board of Examiners.
45. Advances for meeting the contingent expenditure in connection with the various Mysore Local Service Examinations.
46. Printed copies of the Proceedings of the meetings of the Mysore University Council and the Senate.
47. Proceedings of the Board of Sanskrit studies.
48. Circulars of the Departments.
49. Supply of books, etc., to Departments and to foreign Governments.
50. Report on Damodar Das Charity Fund.
51. Copies of orders received for information from other Secretariats.
52. Names of officers in the Education Department who worked during vacation.

FINANCIAL.

53. Grant of advance to Executive Officers for the purchase of motor cars.
54. Grant of house-building advance to permanent Government employees.
55. Proceedings of the Insurance Committee.
56. Additions to the list of approved firms.
57. Weekly state of affairs of the Mysore Bank.
58. Requisitions for publication of advertisements in newspapers except those which require elaborate noting.
59. Periodical reports and returns not generally requiring issue of any order reviewing, *i. e.*, Traffic returns, Revenue statistics, State Huzur Treasury Inspection Report.

MUZRAI:

60. Sanctions to advances for awarding prizes at jatras.
61. Sanctions to expenditure in connection with special services conducted in temples and mosques.
62. Sanctions to expenditure incurred in connection with festivals and jatras.
63. Sanctions to arrears of allowances to Archaks, etc.
64. Sanctions to expenditure incurred for Bajana service during jatras.
65. Charges for taking photos of prize winning cattle during the jatras.
66. Sanctions to arrears of stipend.
67. Sundry expenditure incurred in connection with car festivals.

WD 2954—GPB—500—2-7-20

Report of the Government of India Secretariat Procedure Committee.

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x x x

Para 119. The question of excessive noting has been the subject of enquiry on several occasions. It is generally conceded that while the Memorandum issued by Lord Curzon in 1899 has effected a certain reduction in office noting, there are still considerable possibilities in this direction, and our examination confirms this view. The rules in the present Secretariat Instructions are clear on this subject. But our examination shows that these rules are not generally being carried out. It is obvious that intelligent guidance from the Assistant Secretary as to the kind of note, if any, required will be much more likely to check useless or irrelevant noting than any hard and fast rules. Under the procedure which we recommend, no office note will in future be prepared except by direction of an Assistant Secretary. While we think it desirable to encourage Assistants to show their capacity in noting precisely and intelligently on the cases in which they have to deal, we consider that more could be done personally by officers than is done at present to give proper directions in advance and to enforce brevity and elimination of precis of letters. It should be made clear to the Assistants that no credit will be derived from noting at excessive length but rather the contrary. Possibly, a draft letter or telegram should be substituted for office noting. It will obviously save much time if an officer receives a draft which he can accept with or without modification and show complete action. Where necessary, an explanatory office note may be sent with the draft but the Assistant should have impressed on him the desirability of disposal at the earliest possible moment where the action required is sufficiently clear to permit of this.

No. A-10338-A-24-21-1

17 9 30-8-21

DRAFT O.M.

The following amendments are ordered on the revised Articles 131 & 136 of the General and Revenue Secretariat Manual issued with O.M.No.2577-E.A.C.457 dated the 29th June 1920.

Substitute the following for Article 131.

131.(a) It shall always be assumed that the papers under disposal will be read by each officer dealing with the file. Consequently no paraphrases (are) permitted in noting. Verbatim extracts from the papers under disposal should also be avoided except when needed for purposes of argument. The notes should not be verbose or unnecessarily long but should be concise, clear and - - - accurate.

(b) Notes by the caseworker should be confined:--

(1) to inviting reference to any law, rule, precedent, previous order or parallel case which may be applicable to the paper under disposal,

(2) to indicating the procedure, if any, prescribed in respect of the disposal of the subject matter such as financial consultation, treating as Council matter, consultation of other departments, and

(3) to enumerating the points for orders

N.B.--When a draft prepared under Article 127 is in the file, the note should not repeat the contents of the draft.

(c) The Branch Secretariat officer should note:--

(1) pointing out any patent error of fact or defect in reasoning occurring in the paper under disposal,

(2) Offering such criticisms and suggestions as are needed for the consideration of the case and

(3) indicating suggestions as to disposal

Article 136.--Omit the second sentence of this article.

Asst Mgr. Chief Clerk
1/6/24
To the Secretaries Offices
Branch Secretaries Offices
Registrar S.R.S
Heads of Branches & Canteen

19
11

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. E. A. 1033/E. A. 24-21-1 dated Bangalore, the 30th August 1921.

OFFICE MEMORANDUM.

The following amendments are ordered in the revised Articles 131 and 136 of the General and Revenue Secretariat Manual issued with Office Memorandum No. 2577/E.A.G.457 dated the 29th June 1920.

Substitute the following for Article 131.

131. (a) It shall always be assumed that the papers under disposal will be read by each officer dealing with the file. Consequently no paraphrases will be permitted in noting. Verbatim extracts from the papers under disposal should also be avoided except when needed for purposes of argument. The notes should not be verbose or unnecessarily long but should be concise, clear and accurate.

(b) Notes by the caseworker should be confined:-

1. to inviting reference to any law, rule, precedent, previous order or parallel case which may be applicable to the paper under disposal,
2. to indicating the procedure, if any, prescribed in respect of the disposal of the subject matter such as financial consultation, treating as council matter, consultation of other departments, and
3. to enumerating the points for orders.

N.B.— When a draft prepared under Article 127 is in the file, the note should *not repeat the contents of the draft.*

(c) The Branch Secretariat Officer should note:-

1. pointing out any patent error of fact or defect in reasoning occurring in the paper under disposal,
2. offering such criticisms and suggestions as are needed for the consideration of the case and
3. indicating suggestions as to disposal.

Article 136. Omit the second sentence of this Article.

K. MATTHAN,

Offg. Chief Secretary to Government.

To—The Secretaries to Government.
The Branch Secretariat Officers.
The Registrar, G.R.S.
The Heads of Branches and caseworkers